

Guidelines for Foray leaders

Revised December 2014

1. At least one month in advance, give the AMC Secretary a brief description of the foray, your contact details, and, if you are using Eventbrite, the URL link & password. If you are new to using Eventbrite, the [Foray setup on Eventbrite guide](#) on the AMC website gives step-by-step instructions.
2. If the number of participants has to be limited, keep a list of people registering for the foray (tip: if the foray is full keep a waiting list –some people always drop out)
3. Try to line up at least one fairly knowledgeable person to assist in identification and to help guide beginners on the foray.
4. Arrange with the chair of the Foray Committee for someone to bring field guides, tables (if needed), paper plates, marking pens, and trash bags.
5. Four to seven days before the foray email attendees with details of the car-pooling sites, meeting times, and directions to the foray location as needed. Eventbrite makes this easy.
6. If possible, visit the foray site a week or two in advance to check accessibility and plan two or three promising foray routes.
7. At the carpooling site:
 - Make sure all participants sign the attendance [Foray attendance form](#) from the AMC website (tip: bring a clipboard)
 - Maximize carpooling. Remind passengers to help with the cost of gas.
 - Make sure all drivers have directions to the trail head.
8. At the trail head:
 - Check that everyone has signed the attendance list
 - Organize groups by foray route
 - Fix a definite return time and make sure everyone knows it
 - Make sure beginners know what to do and are not left on their own
 - Review foray etiquette with the group:
 - When someone finds a patch of edibles, give them room don't rush in and start picking nearby.
 - Spread out - try to avoid crossing directly in the path of someone else.
 - Let the leader and carpool driver know if you leave the group you start out with or go home before the foray is over.
9. When people get back, have tables and plates ready and ask participants to set out their finds on plates –one species per plate. If expertise is available, identify as much of the collection as possible and write the species names on the plates. Keep the named plates.
10. Leave the foray site clean. Toss mushroom debris well into the woods.

11. If you are prevented from attending you should arrange for someone else to take your place

12. If the foray has to be canceled, someone should be at the carpool site in case anyone shows up.

13. Within two weeks after the foray send a short report and a list of the identified species to Charlotte Caplan – ccaplannc1[at]juno.com - who will enter the species on our cumulative record and send everything to our webmaster.

You can write your **narrative report** any way you like, but it should include:

- Location and date
- Number of participants
- Weather leading up to and during the when
- A brief narrative about the foray, any notable mushrooms finds, or events.

We like having photographs of mushrooms and people on the foray to accompany the report. There are lots of examples of reports under “Event Summaries”.

14. Here is a quick way to create the **species list** without having to write out any names

- a) Click [here](#) to download the AMC Cumulative Species List, and save it in .xls or .xlsx format with the name of your foray, e.g. “Mills River Species List Aug 27, 2017 ”
- b) Change the first line of the spreadsheet to match the new file name.
- c) For each species name written on a plate, add an “X” in column C (“Found on this foray”).

NOTE: Species names may have changed, particularly the genus, so if you can't find a name try searching (Ctrl F) for the epithet alone (the second part of the name). You can use a website like Mushroomobserver.com/ to verify that the name that pops up is in fact a synonym for the name on the plate. (TIP: when you search the list, omit the last couple of letters of the epithet in case it is gender-sensitive: e.g. for “*corriganus*”, “*corriganum*” or “*corriganata*” search for “corrigan”).

- d) If a species is not on the list, create a new line for it, add “X” in Column C and “F” in column D (“First AMC record”). Don't worry about claiming a first by mistake – the list will be checked before it's posted.
- e) You are almost done. **Save** your document now as a precaution.
- f) Now, and only now, select all the cells from **A4** to the bottom of **column E**, select **Data** and **Sort**, specifying **column C** as Sort Key 1 and **column A** as Sort Key 2. The species found on the foray should pop up to the top of the spreadsheet, in alphabetical order.
- g) Delete all rows below your last “X”, save, and hey presto! you have the foray species list.

Please hang on to the original plates until the end of the year in case we need to check anything.

If creating a species list simply doesn't work for you, you can just deliver the plates to Charlotte. But you'll be missing a great learning opportunity.